



Supported by Administrative Council: October 11, 2017
Approved by Dr. Bob Glenn: October 11, 2017
Reviewed: May 20, 2019

JOB DESCRIPTION: ASSOCIATE VP FOR ACADEMIC AFFAIRS

The Associate Vice President for Academic Affairs is responsible for working closely with the Provost/VPAA and College Deans and will supervise the Adult Degree Program, the Quality Enhancement Plan, the University Writing Center, the University Testing Center, the Office of Institutional Research and Assessment, and the University Library. The Associate VPAA will also be involved in planning and assessment. The Associate VPAA will have a 12-month appointment and hold faculty rank.

This position reports to the Provost/Vice President for Academic Affairs. The Associate Vice President for Academic Affairs shall:

- Supervise and direct planning and assessment efforts for all direct report areas
- Assist in budget development process and monitor budget activities for all direct report areas
- Monitor policies and procedures to ensure clarity and compliance for direct report areas
- Serve as institutional Accreditation Liaison with the SACS Commission on Colleges to ensure compliance and provide leadership and guidance regarding accreditation policies and procedures
- Supervise implementation of graduate programs
- Provide leadership for other external accreditation efforts (NCATE/CAEP, ACBSP, ABET, etc.) and work with appropriate program coordinators to ensure compliance and timely reporting
- Assist Provost in monitoring and reporting on the institutional strategic plan. Compile annual Report Card documents for presentation to the University's Board of Trustees
- Collaborate with Maintenance, IT, and other appropriate offices regarding construction/renovation projects related to areas of supervision
- Develop and maintain positive working relationships and open communication with faculty, staff, students, and administrators
- Serve as member of Administrative Council, the Dean's Council, and the Strategic Planning Committee
- Provide advising services to assigned student advisees and maintain plans of study
- Be available to serve on committees as assigned
- Maintain security of confidential information, files and documents
- Comply with all university policies
- Other duties assigned